

Fiscal Year 2010

Department or Agency

USAID

PART E: MANDATORY DECLASSIFICATION REVIEW REQUESTS AND APPEALS

A "request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part J below where the number of requests or appeals carried forward between reporting period changes.

23. Enter the number of requests carried over from the previous reporting period. (Block 25 on last year's report)

0

24. Enter the number of new requests received during the reporting period.

0

25. Enter the number of requests carried over to the next reporting period.

0

26. Enter the number of appeals carried over from the previous reporting period. (Block 28 on last year's report)

0

27. Enter the number of new appeals received during the reporting period.

0

28. Enter the number of appeals carried over to the next reporting period.

0

PART F: MANDATORY DECLASSIFICATION REVIEW DECISIONS IN PAGES

29. Enter the number of requested pages that were declassified in full.

0

30. Enter the number of requested pages that were declassified in part.

0

31. Enter the number of requested pages that were denied declassification.

0

32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)

0

33. Enter the number of appealed pages that were declassified in full.

0

34. Enter the number of appealed pages that were declassified in part.

0

35. Enter the number of appealed pages that were denied declassification.

0

36. Total number of appealed pages acted on. (Sum of blocks 33, 34, and 35)

0

PART G: AUTOMATIC, SYSTEMATIC, AND DISCRETIONARY DECLASSIFICATION REVIEWS

37. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.

428,500

38. Enter the number of pages declassified under section 3.3 of E.O. 13526.

69,487

39. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.

342,800

40. Enter the number of pages declassified under section 3.4 of E.O. 13526.

55,590

41. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.

85,700

42. Enter the number of pages declassified under section 3.1 of E.O. 13526.

13,898

PART H: INTERNAL AGENCY OVERSIGHT

43. Enter the number of inspections, surveys, or program reviews conducted by your agency, covering any aspect of the security classification program, completed during the reporting period.

12

44. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)

0

45. Enter the number of challenges where the classification status was fully affirmed.

0

46. Enter the number of challenges where the classification status was overturned in whole or in part.

0

PART I: CLASSIFICATION GUIDES

47. Enter the number of security classification guides created by your agency and currently in use.

0

Fiscal Year

Department or Agency

PART J: EXPLANATORY COMMENTS

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report. Additionally, select the sampling process your agency used in developing this year's report.

Sampling Period: 2-Week <input type="checkbox"/> 4-Week <input type="checkbox"/> 8-Week <input type="checkbox"/> One Year <input type="checkbox"/> Multiplier Applied: None <input type="checkbox"/> Other (Specify) <input type="text"/>	Please see Attachment to this form for Explanatory Comments.
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USAID
FROM THE AMERICAN PEOPLE

**Attachment to SF-311 Agency Security Classification
Management Program Data Explanatory Comments**

**Part E: Mandatory Declassification Review Requests and Appeals and
Part F: Mandatory Declassification Review Decisions in Pages**

USAID officials rarely originate classified documents.

In the 1960's, as a result of public safety programs and with the Agency's role in Vietnam, USAID classified many highly classified documents, but few since then.

The Declassification Team encounters highly classified documents, but these are usually equities of other agencies in USAID files, e.g., CIA, Defense, DEA, FBI, etc. These are, as required, appropriately referred.

Part G: Automatic, Systematic, and Discretionary Declassification Reviews

The U.S. Agency for International Development (USAID) Declassification Program resides within the Information and Records Division, Office of Management Services. The USAID Declassification Team consists of three (3) retired U.S. Foreign Service Officers who work on a part-time basis (up to 130 days a year).

During the period October 1, 2009 through September 30, 2010, the Declassification Team at WNRC reviewed a total of 857,000 pages, of which 138,975 were classified. Of the 138,975 pages, 109,956 were declassified and 28,929 were referred to other agencies. Referrals made to USAID by other agencies are reviewed by Department of State employees at National Archives (NARA II) in accordance with State's authority to declassify USAID documents and vice versa.

Periodically, a member of the USAID Declassification Team reviews documents at International Point. Records there are maintained by Mr. Peter Antico, an employee of CIA, and are not included in the above totals.

Part H: Internal Agency Oversight

43) USAID Information Security Branch conducted 12 inspections for FY 10. During each inspection a sampling of classified documents were selected for review; the findings support the numbers reported in the report.

Part I: Classification Guides

47) USAID currently has a working draft of a classification guide the final version is expected to be completed by January 2011.



USAID
FROM THE AMERICAN PEOPLE

November 22, 2011

John F. Fitzpatrick, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Fitzpatrick:

The USAID Report on Annual Assessments of Agency Declassification Reviews Activities for October 1, 2010 through September 30, 2011 is enclosed pursuant to your request of August 23, 2011. This year's declassification figures represent a reduction in the number of declassification decisions made by this Agency as compared to 2010 activities. The reason for the large deviations from the numbers reported in 2010 is due to a reduction of staff in our records and declassification team.

If you have questions or need additional information, please contact
Jeff Denale (202) 712-1264.

Sincerely,

(b)(6)

Kathy Strehert
Director of Security

Enclosure: a/s



USAID
FROM THE AMERICAN PEOPLE

**Attachment to SF-311 Agency Security Classification
Management Program Data Explanatory Comments**

**Part E: Mandatory Declassification Review Requests and Appeals and
Part F: Mandatory Declassification Review Decisions in Pages**

USAID officials rarely originally classify documents as outlined in Executive Order 13526, Section 1.1.

The Declassification Team encounters highly classified documents, but these are usually equities of other agencies in USAID files, e.g., CIA, Defense, DEA, FBI, etc. These are, as required, appropriately referred.

Part G: Automatic, Systematic, and Discretionary Declassification Reviews

The U.S. Agency for International Development (USAID) Declassification Program resides within the Information and Records Division, Office of Management Services. The USAID Declassification Team consists of two (2) retired U.S. Foreign Service Officers who work on a part-time basis (up to 86 days a year).

During the period October 1, 2010 through September 30, 2011, the Declassification Team at WNRC reviewed a total of 417,500 pages, of which 30,455 were classified. Of the 30,455 pages, 16,850 were declassified and 3,800 were referred to other agencies. Referrals made to USAID by other agencies are reviewed by Department of State employees at National Archives (NARA II) in accordance with State's authority to declassify USAID documents and vice versa.

Periodically, a member of the USAID Declassification Team reviews documents at International Point. Records there are maintained by Mr. Peter Antico, an employee of CIA, and are not included in the above totals.

Periodically, a member of the USAID Declassification Team reviews documents at International Point. Records there are maintained by Mr. Peter Antico, an employee of CIA, and are not included in the above totals.

Part H: Internal Agency Oversight

43) USAID Information Security Branch conducted 18 inspections for FY 11. During each inspection a sampling of classified documents were selected for review; the findings support the numbers reported in the report.

Part I: Classification Guides

47) USAID currently has a working draft of a classification guide; the final version is expected to be completed by January 2012.

CLEARANCE PAGE FOR SF-311 Transmittal Memo

Clearances:

SEC: JDenale
MWebb

(b)(6)

Date

11/18/2011

Date

11/23/2011

SEC: Krileysawyer:KRS:21698:P:\SEC Shared\CTIS\Information Security
Oversight Office\LB SF-311 Report\SF-311 FY 2011\SF-311 Explanatory
Comments 2011.doc

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.	1.	2011
2. Identify the Department, Independent agency or Establishment that is covered by this report.	2. UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)	
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Randy Stuebert, Director Office of Security 1300 Pennsylvania Avenue, N.W. Washington, DC 20523 (202) 712-0990; Fax (202) 216-3802 rstuebert@usaid.gov	
4. Enter the name, title, phone, fax, and e-mail address for the point-of-contact responsible for answering questions about this report.	4. Jeffrey Denale, Chief Counterterrorism, Information Security 1300 Pennsylvania Avenue, N.W. Washington, DC 20523 (202) 712-0990; Fax (202) 216-3802 jdenale@usaid.gov	
PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5.	0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6.	4
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	4
PART C: Original Classification Decisions		
<p>Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)</p>		
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10.	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11.	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13.	0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14.	0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15.	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16.	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17.	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18.	0
PART D: Derivative Classification Decisions		
<p>Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)</p>		
19. Enter the number of derivative TOP SECRET classification decisions during the reporting period.	19.	10
20. Enter the number of derivative SECRET classification decisions during the reporting period.	20.	195
21. Enter the number of derivative CONFIDENTIAL classification decisions during the reporting period.	21.	14
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22.	219

PART E: Mandatory Declassification Review Requests and Appeals		
A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part J below where the number of requests or appeals carried forward between reporting period changes.		
23. Enter the number of requests carried over from the previous reporting period. (Block 25 on last year's report)	23.	0
24. Enter the number of new requests received during the reporting period.	24.	0
25. Enter the number of requests carried over to the next reporting period.	25.	0
26. Enter the number of appeals carried over from the previous reporting period. (Block 28 on last year's report)	26.	0
27. Enter the number of new appeals received during the reporting period.	27.	0
28. Enter the number of appeals carried over to the next reporting period.	28.	0
PART F: Mandatory Declassification Review Decisions in Pages		
29. Enter the number of requested pages that were declassified in full.	29.	0
30. Enter the number of requested pages that were declassified in part.	30.	0
31. Enter the number of requested pages that were denied declassification	31.	0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32.	0
33. Enter the number of appealed pages that were declassified in full.	33.	0
34. Enter the number of appealed pages that were declassified in part.	34.	0
35. Enter the number of appealed pages that were denied declassification	35.	0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, and 35)	36.	0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
37. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	37.	208750
38. Enter the number of pages declassified under section 3.3 of E.O. 13526.	38.	8425
39. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	39.	167000
40. Enter the number of pages declassified under section 3.4 of E.O. 13526.	40.	6740
41. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	41.	41750
42. Enter the number of pages declassified under section 3.1 of E.O. 13526.	42.	16850
PART H: Internal Agency Oversight		
43. Enter the number of inspections, surveys, or program reviews conducted by your agency, covering any aspect of the security classification program, completed during the reporting period.	43.	18
44. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	44.	0
45. Enter the number of challenges where the classification status was fully affirmed.	45.	0
46. Enter the number of challenges where the classification status was overturned in whole or in part.	46.	0
PART I: Classification Guides		
47. Enter the number of security classification guides created by your agency and currently in use.	47.	0

Fiscal Year

2011

Department or Agency

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report. Additionally, select the sampling process your agency used in developing this year's report.

Sampling Period (check one):2-Week ☒4-Week ☐8-Week ☐One Year ☐**Multiplier Applied (check one):**None ☐Other (Specify) ☐

The reason for the large deviations from the numbers reported in 2010 is due to a reduction in our records and declassification team.



USAID
FROM THE AMERICAN PEOPLE

NOV 15 2012

John F. Fitzpatrick, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Fitzpatrick:

In recognition of ISOO's desire to account for classification actions in the electronic environment, the Office of Security (SEC) offers the following information: USAID currently maintains 129 ClassNet computer (PC) terminals in the USAID Headquarters (Ronald Reagan Building). These terminals are the Department of State's platform for accessing the Secure Internet Protocol Router Network (SIPRnet). The actual number of USAID personnel on the ClassNet system stands at over 377 users as many of the PC terminals are shared in specific offices or bureaus. USAID's ClassNet access is provided through the Department of State which maintains the servers, email, websites and other activities associated with the ClassNet. USAID employs two full-time personnel that manage the installation and support of ClassNet terminals for USAID among their other duties.

USAID also maintains access to the Joint Worldwide Intelligence Communications System (JWICS) through a platform provided by the Office of the Director of National Intelligence (ODNI). There are currently 50 USAID users on the JWICS system that includes email. The servers, email, websites and other activities are managed by ODNI and other parts of the intelligence community, although USAID does provide a modicum of support in establishing new user accounts.

Due to the significant number of USAID users and their related actions on these classified systems, we were able to provide a reasonable accounting of the classification actions as described in the new guidelines. Using the two week

sampling as a guide, we were able to account for the actions of a typical high-rate system user over that two-week period.

USAID's remaining Security Classification Management Program Data Report, SF-311 for Fiscal Year 2012 is enclosed pursuant to your request of August 1, 2012. The reason for the large deviations from the numbers reported in 2011 is due to death, retirement, and severe health issues of our records and declassification program members.

If you have questions regarding this report, please contact Mr. Jeff Denale on (202) 712-1264

Sincerely,

(b)(6)

Mark Webb
Acting Director of Security

Enclosure: a/s

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the Fiscal Year that this report covers.	1. 2012
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Mark Webb, Acting Director Office of Security 1300 Pennsylvania Avenue, N.W. Washington, DC 20523 (202) 712-0990; Fax (202) 216-3802 mwebb@usaid.gov
4. Enter the name, title, phone, fax, and e-mail address for the point-of-contact responsible for answering questions about this report.	4. Jeffrey Daniels, Chief Counterterrorism, Information Security, Office of Security 1300 Pennsylvania Avenue, N.W. Washington, DC 20523 (202) 712-0990; Fax (202) 216-3802 jdaniels@usaid.gov
PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5. 0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6. 4
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7. 0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8. 4
PART C: Original Classification Decisions	
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18. 0
PART D: Derivative Classification Decisions	
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19. 0
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20. 312
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21. 104
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22. 416

PART E: Mandatory Declassification Review Requests and Appeals		
A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. For blocks 23-30, report only requests and appeals in which your agency is responsible for the final release.		
23. Enter the number of requests received during the reporting period.	23.	0
24. Enter the number of requests closed during the reporting period.	24.	0
25. Enter the number of requests that have been unresolved for over one year.	25.	0
26. Enter the average number of days to resolve each request.	26.	0
27. Enter the number of appeals received during the reporting period.	27.	0
28. Enter the number of appeals closed during the reporting period.	28.	0
29. Enter the number of appeals that have been unresolved for over one year.	29.	0
30. Enter the average number of days to resolve each appeal.	30.	
For blocks 31-32, report the number of requests and appeals that were referred to your agency, and the referring agency is responsible for the final release.		
31. Enter the number of referred requests received during the reporting period.	31.	0
32. Enter the number of referred appeals received during the reporting period.	32.	0
PART F: Mandatory Declassification Review Decisions in Pages		
Count only those pages documented in blocks 23-30 above.		
33. Enter the number of requested pages that were declassified in full.	33.	0
34. Enter the number of requested pages that were declassified in part.	34.	0
35. Enter the number of requested pages that were denied declassification.	35.	0
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36.	0
37. Enter the number of appealed pages that were declassified in full.	37.	0
38. Enter the number of appealed pages that were declassified in part.	38.	0
39. Enter the number of appealed pages that were denied declassification.	39.	0
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40.	0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41.	102,750
42. Enter the number of pages declassified under automatic declassification .	42.	19,885
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43.	82,200
44. Enter the number of pages declassified under systematic declassification .	44.	11,931
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45.	20,550
46. Enter the number of pages declassified under discretionary declassification .	46.	3,977
PART H: Internal Agency Oversight		
47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47.	20
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified . (E.O. 13526, section 1.8)	48.	0
49. Enter the number of challenges where the classification status was fully affirmed .	49.	0
50. Enter the number of challenges where the classification status was overturned in whole or in part .	50.	0
51. Enter the number of security classification guides created by your agency and currently in use .	51.	0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Explanatory comments attached to this report.



USAID
FROM THE AMERICAN PEOPLE

**Attachment to SF-311 Agency Security Classification
Management Program Data Explanatory Comments**

**Part E: Mandatory Declassification Review Requests and Appeals and
Part F: Mandatory Declassification Review Decisions in Pages**

USAID officials rarely originally classify documents as outlined in Executive Order 13526, Section 1.1.

The Declassification Program encounters highly classified documents, but these are usually equities of other agencies in USAID files, e.g., CIA, Defense, DEA, FBI, etc. These are, as required, appropriately referred.

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During the period October 1, 2011 through September 30, 2012, the Declassification Program at WNRC reviewed a total of 205,500 pages of which 47,961 were classified. Of the 47,961 pages, 35,793 were declassified and 741 pages were referred to other agencies. Referrals made to USAID by other agencies are reviewed by Department of State employees at National Archives (NARA II) in accordance with State's authority to declassify USAID documents and vice versa.

Periodically, the member of the USAID Declassification Program reviews documents at International Point. Records there are maintained by Mr. Peter Antico, an employee of CIA, and are not included in the above totals.

Part H: Internal Agency Oversight

USAID Information Security Branch conducted 20 inspections for FY 12. During each inspection, a sampling of classified documents were selected for review; the findings support the numbers reported in the report.

USAID has a finalized Classification Guide that is currently being staffed for review.

Part I: Explanatory Comments

The lower numbers reflected in this report are a result of the great reduction in the backlog of the 25 year-old documents by the USAID declassification program to meet the requirements of EO 13526.

In recognition of ISOO's desire to account for classification actions in the electronic environment, the Office of Security (SEC) offers the following information: USAID currently maintains 129 ClassNet computer (PC) terminals in the USAID Headquarters (Ronald Reagan Building). These terminals are the Department of State's platform for accessing the Secure Internet Protocol Router Network (SIPRnet). The actual number of USAID personnel on the ClassNet system stands at over 377 users as many of the PC terminals are shared in specific offices or bureaus. USAID's ClassNet access is provided through the Department of State which maintains the servers, email, websites and other activities associated with the ClassNet. USAID does employ two full-time personnel that manage the installation and support of ClassNet terminals for USAID among their other duties.

USAID also maintains access to the Joint Worldwide Intelligence Communications System (JWICS) through a platform provided by the Office of the Director of National Intelligence (ODNI). There are currently 66 USAID users on the JWICS system that includes email. The servers, email, websites and other activities are managed by ODNI and other parts of the intelligence community, although USAID does provide a modicum of support in establishing new user accounts.

Due to the significant number of USAID users and their related actions on these classified systems, we were able to provide a reasonable accounting of the classification actions as described in the new guidelines. Using the two week sampling as a guide, we were able to account for the actions of a typical high-rate system user over that two-week period.

USAID's remaining Security Classification Management Program Data Report, SF-311 for Fiscal Year 2012 is enclosed pursuant to your request of August 1, 2012. The reason for the large deviations from the numbers reported in 2011 is due to death, retirement, and severe health issues of our records and declassification program members.



USAID
FROM THE AMERICAN PEOPLE

DEC 03 2013

John F. Fitzpatrick, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Fitzpatrick:

In recognition of ISOO's desire to account for classification actions in the electronic environment, the Office of Security (SEC) offers the following information: USAID currently maintains 127 ClassNet computer (PC) terminals in the USAID Headquarters (Ronald Reagan Building). These terminals are the Department of State's platform for accessing the Secure Internet Protocol Router Network (SIPRnet). The actual number of USAID personnel on the ClassNet system stands at over 320 users as many of the PC terminals are shared in specific offices or bureaus. USAID's ClassNet access is provided through the Department of State which maintains the servers, email, websites and other activities associated with the ClassNet. USAID employs five full-time personnel that manage the installation and support of ClassNet terminals for USAID among their other duties.

USAID also maintains access to the Joint Worldwide Intelligence Communications System (JWICS) through a platform provided by the Office of the Director of National Intelligence (ODNI). There are currently 66 USAID users on the JWICS system that includes email. The servers, email, websites and other activities are managed by ODNI and other parts of the intelligence community, although USAID does provide a modicum of support in establishing new user accounts.

Due to the significant number of USAID users and their related actions on these classified systems, we were able to provide a reasonable accounting of the classification actions as described in the new guidelines. Using the two week

sampling as a guide, we were able to account for the actions of a typical high-rate system user over that two-week period.

USAID's remaining Security Classification Management Program Data Report, SF-311 for Fiscal Year 2013 is enclosed pursuant to your request of July 25, 2013.

If you have questions regarding this report, please contact Ms. Lorrie Meehan on (202) 712-5338.

Sincerely

(b)(6)

Mark Webb
Acting Director of Security

Enclosure: a/s

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.	1.	2013
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2.	United States Agency for International Development (USAID)
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3.	Mark Webb, Acting Director, Office of Security, 1300 Pennsylvania Avenue, N.W., Washington, DC 20523, (202) 712-0990, Fax (202) 216-3802, mwebb@usaid.gov
4. Enter the name, title, phone, fax, and email address for the point-of-contact responsible for answering questions about this report.	4.	Lorrie Meehan, Chief, Personnel Security Division, Office of Security (202) 712-0990, Fax (202) 216-3802, lmeehan@usaid.gov
PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5.	0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6.	4
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	4
PART C: Original Classification Decisions		
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10.	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11.	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13.	0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14.	0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15.	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16.	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17.	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	0
PART D: Derivative Classification Decisions		
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.	208
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.	494
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.	208
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	910

PART E: Mandatory Declassification Review Requests and Appeals

A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request.
Report only requests for your agency in which your agency is responsible for the final decision.

23. Enter the number of requests received during the reporting period.	23.	0
24. Enter the number of requests closed during the reporting period.	24.	0
25. Enter the number of requests that have been unresolved for over one year.	25.	0
26. Enter the average number of days to resolve each request.	26.	0
27. Enter the number of appeals received during the reporting period.	27.	0
28. Enter the number of appeals closed during the reporting period.	28.	0
29. Enter the number of appeals that have been unresolved for over one year.	29.	0
30. Enter the average number of days to resolve each appeal.	30.	0

31. Enter the number of referred requests received during the reporting period.	31.	0
32. Enter the number of referred appeals received during the reporting period.	32.	0

PART F: Mandatory Declassification Review Decisions in Pages

33. Enter the number of requested pages that were declassified in full .	33.	0
34. Enter the number of requested pages that were declassified in part .	34.	0
35. Enter the number of requested pages that were denied declassification.	35.	0
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36.	0
37. Enter the number of appealed pages that were declassified in full .	37.	0
38. Enter the number of appealed pages that were declassified in part .	38.	0
39. Enter the number of appealed pages that were denied declassification.	39.	0
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40.	0

PART G: Automatic, Systematic, and Discretionary Declassification Reviews

41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41.	0
42. Enter the number of pages declassified under automatic declassification .	42.	0
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43.	112,500
44. Enter the number of pages declassified under systematic declassification .	44.	88,969
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45.	0
46. Enter the number of pages declassified under discretionary declassification .	46.	0

PART H: Internal Agency Oversight

47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47.	7
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified . (E.O. 13526, section 1.8)	48.	0
49. Enter the number of challenges where the classification status was fully affirmed .	49.	0
50. Enter the number of challenges where the classification status was overturned in whole or in part .	50.	0
51. Enter the number of security classification guides created by your agency and currently in use .	51.	0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Explanatory comments attached to this report.

(b)(6)

For ISOO Use Only

ISOO Analyst Name

Date of QC:

Analyst Initials:



USAID
FROM THE AMERICAN PEOPLE

**Attachment to SF-311 Agency Security Classification
Management Program Data Explanatory Comments**

**Part E: Mandatory Declassification Review Requests and Appeals and
Part F: Mandatory Declassification Review Decisions in Pages**

USAID officials rarely originally classify documents as outlined in Executive Order 13526, Section 1.1.

The Declassification Program encounters highly classified documents, but these are usually equities of other agencies in USAID files, e.g., CIA, Defense, DEA, FBI, etc. These are, as required, appropriately referred.

Part G: Automatic, Systematic, and Discretionary Declassification Reviews

The U.S. Agency for International Development (USAID) Declassification Program resides within the Information and Records Division, Office of Management Services. The USAID Declassification Program is comprised of one (1) retired U.S. Foreign Service Officer (FSO) who works one day per week. During the previous 14 years, since 1998, a roster of six retired FSOs were able to completely eliminate the backlog of USAID equities 25 years or older. As a result, lines 41 and 42 of Part G are zero.

During the period October 1, 2012 through September 30, 2013, the Declassification Program at WNRC reviewed a total of 112,500 pages of which 89,375 were classified. Of the classified pages, 88,969 pages were declassified and 406 pages were referred to other agencies.

Referrals made to USAID by the Central Intelligence Agency are reviewed monthly at one of their buildings. Other referrals are reviewed at National Archives (NARA) by State Department reviewers in accordance with States' authority to declassify USAID records and vice versa.

Part H: Internal Agency Oversight

USAID Information Security Branch conducted 7 inspections for FY 13. The numbers of reported inspections vary significantly to that reported last year due to staff shortages; however, inspections are scheduled with emphasis on those bureaus/independent offices with poor performance records relative to security incidents. During each inspection, samplings of

classified documents were selected for review; the findings support the numbers reflected in the report.

USAID is finalizing a Classification Guide that will be staffed for review.

Part I: Explanatory Comments

The lower numbers reflected in this report are a result of the great reduction in the backlog of the 25 year-old documents by the USAID declassification program to meet the requirements of EO 13526.

In recognition of ISOO's desire to account for classification actions in the electronic environment, the Office of Security (SEC) offers the following information: USAID currently maintains 127 Secret-fabric computer terminal assets (ClassNet), which includes thick and thin client terminals. These terminals are the Department of State's platform for accessing the Secure Internet Protocol Router Network (SIPRnet). The actual number of USAID personnel on the ClassNet system stands at over 320 active users as many of the PC terminals are shared in specific offices or bureaus. USAID's ClassNet access is provided through the Department of State which maintains the servers, email, websites and other activities associated with the ClassNet. USAID employs five full-time personnel that manage the installation and support of ClassNet terminals for USAID among their other duties.

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